

**U.S. Department of Homeland Security
Office of Strategy, Policy, and Plans
Center for Prevention Programs and Partnerships (CP3)**

**Statement Of Work
CP3 Student Innovation Lab**

1. GENERAL**1.1. Scope**

The scope of the contract is for the Contractor to assist the Center for Prevention Programs and Partnerships (CP3) in the development and facilitation of the CP3 Student Innovation Lab (SIL) Program. The CP3 Student Innovation Lab Program is an experiential program that challenges academic institution student teams to create and implement peer-developed products, tools, and initiatives to prevent targeted violence, including hate-fueled violence, and terrorism. The Contractor will recruit schools at the high school and collegiate level to participate in the Program and provide support to student teams as they create and implement projects to prevent targeted violence in their local communities. To facilitate these projects, the contractor will develop and deliver a project development plan that can be used as a curriculum or lesson plan that can be used in a classroom or non-classroom educational setting such as an after-school club. Additionally, the Contractor will provide support and oversight to student teams to present their projects to CP3 as written project submission plans with the opportunity to present in person as a final showcase of the project and its results.

1.2 Introduction

- 1.2.1 The United States remains in a heightened threat environment from targeted violence and terrorism, and several recent attacks have highlighted the dynamic and complex nature of the threat. As the Department of Homeland Security's (DHS) lead for targeted violence and terrorism prevention, CP3 helps communities prevent targeted violence and terrorism and build a safer America. To achieve that goal, CP3 develops partnerships across every level of government, the private sector, and in local communities across our country to provide funding, training, educational resources, and to increase awareness. The SIL Program allows essential prevention work to happen at the state and local level with the goal of reducing risk factors and increasing protective factors within youth populations. Through the SIL Program, student teams design, implement, and measure the success of a social and digital product, tool, or initiative with a strong call to action to prevent targeted violence and terrorism. These projects are designed in a local context to ensure they are locally relevant, and teams leverage local partnerships to amplify their projects and ensure long-term sustainability and impact.
- 1.2.2 The Program has been successful in inspiring and empowering youth to tackle some of the most critical challenges in the field of targeted violence and terrorism prevention. Since the inception of the Program in the spring of 2021, more than 1,000 students have participated; 91 high school programs have been implemented across 25 states, and the labs have taken place in 32 states and the

District of Columbia at 119 colleges and universities, including 10 Historically Black Colleges and Universities (HBCUs) and 11 universities serving majority Black and brown populations.

1.3 Background: Pivot to National-Level Focus

1.3.1 DHS has placed a significant emphasis on enhancing and expanding its efforts to prevent terrorism and targeted violence. Since its establishment, CP3 has helped communities strengthen their capacity to prevent targeted violence and terrorism. Currently, CP3 is working to scale its prevention activities across the country, increase national awareness of its mission, and to rigorously evaluate its impact. The Student Innovation Lab Program bolsters that effort by supporting a progressively maturing, wide-ranging awareness and educational campaign that increases public awareness of how to prevent targeted violence and terrorism. The diverse products developed, refined, and placed as part of this effort will lead to a more positive perception of the shared responsibility of DHS and its stakeholders, in confronting terrorism and targeted violence.

1.3.2 Student Innovation Lab (SIL) Program Objectives

1.3.2.1 DHS CP3 will sponsor a scholastic initiative centered on the establishment of Innovation Laboratories to drive innovation and the creation of targeted violence and terrorism prevention programs at the state and local level among a key cohort—youth and young adults. The Student Innovation Lab Program will be publicized to high schools, colleges, universities, and other academic institutions to include vocational schools and academic affiliated organizations. Each Innovation Lab will be student-run and must include a learning curriculum centered on targeted violence and terrorism, its impact on civil society, its intersection with digital tools and platforms, and effective public health-informed strategies to prevent the spread of terrorism and targeted violence using online campaigns or tools. The Contractor will develop the learning curriculum for CP3 approval and implementation. A comprehensive report on each Lab project (product, tool, or initiative) shall be provided by the Contractor to CP3 for review, study, and where feasible and appropriate, implementation of best practices by CP3 in furtherance of its prevention mission.

1.3.2.2 Each student team is required to provide an end of project submission to the Contractor and CP3 for judging. Each project submission shall include established metrics and project sustainability requirements. CP3 will designate judges to review and score all projects and identify the top three (3) projects at the high school and collegiate levels. The contractor will not serve as a judge. The top three (3) projects at the high school and collegiate levels will be invited to present their projects to senior U.S. Government officials in Washington, D.C.

1.3.2.3 Each Student Innovation Lab project will have overall themes that academic institutions are encouraged, but not required, to address. CP3 will collaborate with the Contractor to develop program themes before the launch of each new

Student Innovation Lab period.

1.3.2.4 All student teams shall provide their reports to CP3 project reports and submissions, 3 via an agreed upon data sharing platform, for example, Microsoft Teams. The Contractor shall also provide any materials to CP3 through this same agreed upon data sharing platform, and may not use or distribute data and materials created under this contract agreement without CP3 written approval for use or purposes other than the Student Innovation Lab Project.

1.3.3 Key Deliverables and Objectives

1.3.3.1 Contractor deliverables will support CP3's student targeted violence and terrorism prevention awareness program, as described below:

- a) Design and Implementation of a Student Innovation Lab Program
- b) Communications, Branding and Marketing Plan Implementation
- c) Administrative Support, Meeting and Event Coordination
- d) Measuring Program Impact
- e) Program Management and Reporting

2. SPECIFIC OPERATIONS SUPPORT REQUIREMENTS/TASKS

2.1. Design and Implementation of a Student Innovation Lab Program

2.1.1. The Contractor shall assist CP3 with designing and implementing the Student Innovation Lab Program. The Contractor shall develop a Program Plan and execute CP3 prevention projects and programs across the U.S. and provide support to ensure CP3 alignment with broader DHS and Administration priorities. The Contractor shall develop a Program Plan to include program relevant milestones and contract deliverables to include:

- 2.1.1.1. Development of an Innovation Lab learning curriculum to assist student teams in developing a project and timeline for use by the academic institution,
- 2.1.1.2. Development of program metrics to measure effectiveness and the program's impact on the academic institutions and the communities where the program was developed to support.
- 2.1.1.3. Development of an outreach and recruitment strategy to encourage participation in the SIL Program.

2.1.2. Develop Learning Curriculum. The Contractor shall develop an Innovation Lab learning curriculum for the high school and collegiate levels to assist the student teams in developing projects focused on targeted violence and terrorism, including targeted violence in school settings, its impact on civil society, its intersection with digital tools and platforms, and effective mechanisms to prevent the spread of terrorism and targeted violence using online campaigns or tools. The Contractor-developed curriculum shall be scoped appropriately for the high school and collegiate levels, respectively. The curriculum will educate students about the basic principles of a public health-informed approach to targeted violence and terrorism prevention, with an emphasis on how individuals and communities can foster resilience against targeted violence and terrorism through building strengths and

increasing protective factors. This curriculum will be the underlying basis for the SIL student team projects and can be used by academic institutions that are unable to develop a project but are interested in the educational topic of the SIL Program.

2.1.3. The Innovation Labs. Collegiate teams' timeline for projects will be based on the institutions' semester hours or equivalent timeline, while high school team timelines will be based on a full school year or timeline as agreed to with the academic institution and CP3. A shorter participation timeline for collegiate institutions and high schools may be offered to accommodate late joining teams (or teams on a different schedule) when agreed to by the academic institution and CP3.

2.1.4. Develop Student Project Requirements and Metrics. The Contractor shall develop project guidelines to provide to participating academic institutions the requirements, timelines, and metrics for a SIL project. The Contractor is responsible for ensuring academic institutions adhere to these guidelines through regular meetings and communication with the student teams. The project guidelines and the curriculum are the core guidance documents for the SIL projects.

2.1.5. Recruit Academic Institution Participation. The Contractor shall engage in an outreach campaign, including social and traditional media posts, participating in education related conferences, and directly reaching out to high schools, universities, and other academic institutions, to include vocational schools and academic affiliated organizations, across the country to inform them of the program and share information to encourage the participation in the program. Additional branding and marketing requirements are defined in paragraph 2.2, Communications, Branding and Marketing Plan Implementation.

2.1.6. Provide Support to Student Teams. The Contractor shall provide support to student teams and academic institutions in the development and implementation of their projects. Through routine office hours, availability over email and video calls, and with introductory lectures the Contractor shall support the academic institutions in developing their projects. The Contractor shall provide background information on the public health informed approach to targeted violence and terrorism prevention (TVTP), risk and protective factors and prevention within the U.S Government. The Contractor shall provide subject matter expertise in TVTP, and use that expertise to help teams scope, develop, and implement their projects. The Contractor shall provide coaching to teams on strengthening their projects, their outreach to organizations that might support their projects, and their project plans. The Contractor shall hold routine meetings with student teams and be available to student teams for urgent questions. The Contractor shall help student teams develop metrics of overall effectiveness for their projects.

2.1.7. Project Reporting. Collect and submit student team project progress to CP3. The Contractor shall collect, compile and submit reports from the participating academic institutions SIL projects, including metrics of overall effectiveness to demonstrate progress and a clear direction to affect positive change within the community.

2.1.8. Support Competition Administration. Promote, and assist in facilitation of the Invent2Prevent Competition Challenge. The Contractor shall support CP3 in conducting a prize competition consistent with the requirements of the America COMPETES Act. The competition will be for academic institutions that have participated in the Student Innovation Lab Program and subsequently choose to apply for the prize competition. The Contractor shall build and administer an announcement on Challenge.gov, directing questions to CP3 for response. The Contractor will organize an event to demonstrate the top three (3) project submissions from collegiate and high school Student Innovation Labs, including finding a venue (with three vendor quotes for DHS review and approval). CP3 will review the availability of Federal venues prior to considering a commercial venue. The contractor will assist with arranging logistics, and finding photography, filmography, and other services as needed, with CP3 providing ultimate approval authority. The Contractor will follow contract clause requirements and Contracting Officer direction in execution of Competition logistics. The Contractor will assist CP3 in facilitation of the competition but will not serve as a judge in selecting the top 3 candidate schools for each category.

2.1.8.1. The Contractor will assist CP3 to identify and facilitate communication with judges for the competition. The Contractor will provide the necessary materials to each judge, address any concerns and ensure compliance with the instructions.

2.1.8.2. The Contractor shall assist CP3 in developing judging criteria and executing the administrative aspects of judging of the competition, with CP3 officials having final decision authority. The Contractor will assist in the initial review of eligibility for applicants to participate in the Invent2Prevent Competition, to include confirming that applicants have participated in the SIL. The submissions will be narrowed down by CP3 to no more than six (6) for high school and six (6) for universities or colleges for further consideration. The contractor will provide a rationale to assist with the narrowing. CP3 will make the final selection of three (3) finalists for high school and three (3) finalists for college/university teams. All finalists will be selected by CP3 and other government partners.

2.1.8.3. The Contractor will notify the three (3) high school finalist teams and three (3) college/university teams of their status as finalists for the in-person prize competition in Washington D.C.

2.1.8.4. The Contractor shall secure and procure a venue for the in-person finals competition utilizing other direct cost funds awarded per the contract. This is contingent on CP3 first determining that a Federal venue is not available. The Contractor shall adhere to applicable contract clauses and direction from the Contracting Officer and Contracting Officer's Representative for review, selection, and approval of a venue. The Contractor shall manage the

relationship with commercial venue selections, as well as all logistics for the prize competition. Additionally, the Contractor shall produce agendas and background materials, and provide scheduling and other event specific logistics for CP3 selected competition judges.

- 2.1.8.5. The Contractor shall arrange a venue and manage logistics for a Senior Leadership Brief on the day following the competition. Before consideration of a commercial venue CP3 will determine the availability of a Federal venue. At the briefing, DHS leaders will provide insight and career advice to the participating students. CP3 will select senior US Government leaders while the Contractor shall manage the agenda and participation invitations.

2.2. Communications, Branding and Marketing Plan Implementation

- 2.2.1. The Contractor shall develop a communications and marketing plan for the Program. The Contractor shall widely market the Program to any academic institutions, both high school and college, that offer courses or host programs focused in the subject areas of marketing, communications, integrated marketing, digital media, terrorism and homeland security studies, criminal justice, public health, or other appropriate courses. The Contractor shall secure participation agreements with the academic institutions via a DHS approved application process. The Contractor will assist CP3 in developing these agreements. This communications and marketing plan will include elements related to, but not limited to, Program social media, Program newsletters and press, “launch/roll out” templates, and demonstrate the Contractor’s understanding of the target audience and core messaging.
- 2.2.2. The Contractor shall draft all branding and communications materials for the Program for DHS CP3 approval and use, which may include but are not limited to Program introductory materials including fact sheets, flyers, emails, notifications, welcome letters, acceptance notifications, replies to academic leadership and other senior officials i.e. Deans, Chairs, and academic faculty about the Program; blog posts and press materials to generate positive public perception, social media posts, formal and informal invitations; website announcements and distribution blasts with Program details throughout the Program registration process; Program logo and branding toolkit; and Program imagery.
- 2.2.3. The Contractor shall be responsible for developing and executing a DHS approved “Live Stream” Plan. This Live Stream plan will detail the streaming platform and technology that will be used to live stream the Program final competitions and shall include, but not be limited to: the number of cameras used; inclusion of at least two (2) varying shot types; appropriate Wi-Fi bandwidth; mitigation strategies for ensuring uninterrupted streaming to the public; ensuring video quality; and explanation of how the public will access the live stream.
- 2.2.4. The Contractor shall support the development and maintenance of the Program public facing website and any associated registration sites. The website platform

will be created on the DHS Drupal platform that will be in adherence to and compliance with all DHS website guidelines and policies, including disclosure of DHS sponsorship. The Contractor will need to operate with DHS provided Government Furnished-Equipment (GFE) for this task. All registration sites will need to be public facing and manage at minimum 1,000 registrants. DHS will provide the Microsoft Teams platform for registration use as appropriate.

2.2.5. The Contractor shall ensure all branding and communications elements comply with law, regulations, and DHS policy and are consistent with all CP3 Strategic Communication efforts. All communication efforts and products shall be compliant with Section 508 of the Rehabilitation Act of 1973 as appropriate and accessible for individuals with disabilities.

2.2.6. The Contractor shall support all other Program communication needs as appropriate to ensure a successful program.

2.3. Administrative Support, Meeting and Event Coordination

2.3.1. In support of the Student Innovation Lab Program, the Contractor shall provide administrative and logistical support for meetings, working sessions, and other engagements, venue research, date deconfliction, agenda development, stakeholder package development and routing, collection and formatting of slide decks, presentations and briefings, organization and review of read ahead packages and support materials, drafting of notifications and announcements, note taking, day-of logistics, and development of summaries for CP3 use.

2.3.2. The Contractor shall support DHS in the planning, communications, marketing, execution, and successful measurement of CP3 events. Events include, but are not limited to, Student Innovation Lab themed forums, panels, roundtables, listening sessions, conferences, and competitions (with and without prizes). Such support may include securing venues (to include obtaining three vendor quotes), designing collateral, managing vendors, providing on-site support, and securing speakers and attendees as required. The Contractor shall also support CP3 in securing speakers through communication with stakeholders and facilitating logistics for their participation.

2.4. Measuring Program Impact

2.4.1. Within the first month of the period of performance, the Contractor will work with the CP3 to establish measurable outcomes and timelines for program goals of the Innovation Lab Program to be included in the Program Plan. A measurable outcome contains a clear definition of success that is achievable within the period of performance of the contract. Working with CP3, the Contractor will provide the Innovation Lab student teams with CP3-approved strategic guidance on the formation, measurement, and achievement of outcomes through the provision of technical assistance or consulting as required.

2.5. Program Management and Reporting Program Management

2.5.1. The Contractor shall provide program management support for the Student

Attachment 1 Statement of Work

Innovation Lab Program. Program management support may include, but is not limited to: business and operational support, program planning and execution, business process improvements, and developing and tracking progress against CP3 priorities. The Contractor shall be responsible for developing and managing project plans and schedules based on assigned tasks as well as conducting weekly status updates meetings with the Government. The Contractor is responsible for capturing and reporting notes from all meetings. Meeting notes will be provided to the Contracting Officer Representative (COR) and Program Manager within forty-eight hours (48) of the meeting.

3. PERFORMANCE

3.1. Place of Performance

3.1.1. The Contractor will predominately perform the work under this contract at the Contractor's Facility. The Contractor may be required to perform services, including in-person meetings, at the DHS St. Elizabeths Campus (DHS HQ) located in Southeast Washington, DC. Parking accommodations are not provided at Federal Government Facilities.

3.1.2 Contractors' site(s) that constitutes a place of performance include the following:

CONTRACTOR		
NAME, ADDRESS, AND ZIP CODE	CAGE CODE	Unique Entity ID
Media Fusion, LLC 4951 Century St. Huntsville, AL 35816	1QKZ4	RT79KJUW5FB7
SUBCONTRACTOR(S)		
DC Group 633 E ST SE, Washington, DC 20003	65T66	C3X8QMRJVJH5
EdVenture Partners 49 Dos Osos, Orinda, CA 94563	3BPG1	MTYUA1LTRLK1
The Eradicate Hate Global Summit 500 Grant Street, Suite 4500 Pittsburgh, PA 15219-2514	N/A	ZT4GX9JPX7M7

3.1.3 DHS Facility(ies) that constitutes a place of performance include the following:

Agency/Component: DHS HQ, Center for Prevention Programs and Partnerships
DHS St. Elizabeths Campus
2701 Martin Luther King Jr. Ave,
Washington, DC 20032

3.2. Period of Performance

3.2.1. The total period of performance for this Task Order includes one (1) base period

consisting of 12 months.

4. DELIVERABLES AND DELIVEY SCHEDULE

4.1. Post Award Conference

4.1.1. The Contractor shall attend a Post Award Conference with the Contracting Officer (CO) and the COR no later than ten (10) business days after the date of award or as otherwise scheduled by the CO. The Post Award Conference shall take place in person at DHS HQ, the Contractor's facility or virtually, as required by the government. The date, time and office location will be provided after award by the COR.

4.2. Kick-Off Meeting

4.2.1. The Contractor shall attend a Kick-Off meeting for this task order within ten (10) business days following award or as otherwise coordinated with the COR. The kick-off meeting will be held at a Government facility or via teleconference. The date, time, and office location will be provided after award by the COR and may be held concurrently with the Post Award Conference.

4.3. Progress Meetings

4.3.1. The Project Manager shall be available to meet with the COR and the Federal Program Manager upon request to discuss progress, exchange information, and resolve emergent technical problems and issues. These meetings shall take place in person at DHS HQ, the Contractor's facility or virtually, as required by the government.

4.4. Monthly Progress Reports & Lab Term End Report

4.4.1. The Contractor shall provide all written reports in electronic format with read/write capability, using applications that are compatible with DHS systems, software applications, and versions (Microsoft Office or other mutually agreeable format).

4.4.2. The Contractor shall provide a monthly report summarizing its activity. Each report must be submitted to the DHS Contracting Officer (CO), Federal Program Manager, and COR in an electronic format no later than the fifth (5th) business day of every month. The monthly report shall include the following key elements:

- a) A narrative review of work accomplished during the reporting period and/or significant events, metrics, or successes.
- b) Project Plan in Plan of Actions and Milestones (POAM) or like format, progress and Schedules based on tasks.
- c) Deliverables submitted, approved, and invoiced against.
- d) Problem areas, their resolution, and steps to mitigate probability of re-occurrence.
- e) Anticipated activity for the next reporting period.
- f) Costs incurred by output. This section will include a summary of the planned costs monthly and the actual costs incurred. Deviations from the planned expenditures or technical progress will be explained. Also, the total amount of

money projected vs. money remaining will be shown; hours and resulting costs expended for the reporting period and cumulatively and the hours/costs remaining, as well as any other costs incurred under the ODC materials/travel.

4.4.3. The Lab Term End Report shall highlight accomplishments, challenges, and impacts across all projects. It shall provide information on areas of success and improvement across all student teams. It shall outline criteria that contributed to the success of the student teams and provide recommendations for the future viability of each student team project. It shall also provide suggested changes for future iterations of the program and mitigation strategies for any challenges experienced during the Lab.

SOW Reference	Deliverable	Due Date	Recipient	Format
2.1	Program Plan	14 days after contract award	COR & Program Manager	Electronic format
2.2	Communications and Marketing Plan	14 days after contract award	COR & Program Manager	Electronic format
4.1	Post Award Conference	10 days post award	N/A	N/A
4.2	Kick-Off Meeting	10 days post award	N/A	N/A
4.3	Progress Meetings	As requested by the Government	COR & Program Manager	In-person or virtually as agreed to by all parties
4.4	Monthly Progress Reports	On or before the 5th business day of each month	Program Manager & COR	Electronic format (e.g., Microsoft Word, Adobe Portable Document Format)
4.4.3	Lab Term End Report	On or before the 10 th business day following the end of a lab term	Program Manager & COR	Electronic format (e.g., Microsoft Word, Adobe Portable Document Format)

4.5. Table 1 - Deliverables

5 OTHER DIRECT COSTS (ODCs)

5.1 Travel.

5.1.1 Contractor travel may be required to support this requirement. A not-to-exceed travel ceiling shall be identified under the Travel CLIN on the contract. All travel required by the Government outside the local commuting area(s) will be reimbursed to the Contractor in accordance with the Federal Travel Regulations. Local commuting area(s) are defined as within 50 miles of the primary Government facility or the contractor employee's duty station. Travel within the local commuting area(s) will not be reimbursed. Travel to the Government facility(ies) located in the DC Metropolitan area that is outside of a remote employee's local commuting area(s) will be reimbursed if it is explicitly requested in advance and justified as a program need by the COR. Any other travel to the primary Government facility, unless explicitly requested by the Government, shall not be reimbursable under the travel allowances. No Competition Participant travel will be funded through this procurement. Such Participants, Judges etc. will be funded through invitational travel orders by CP3 not by the contractor.

5.1.2 All reimbursements for travel related expenses, including but not limited to, airfare, lodging, meals, rental cars, and incidental expenses incurred by the Contractor to perform specific tasks required by the Government shall be made in accordance with the FTR and FAR31.205-46. Airline travel expenses will be reimbursed for airfares booked at the lowest customary standard coach or equivalent airfares offered during normal business hours in accordance with FAR 31.205-46(d). All travel shall be subject to the prior approval of the COR.

5.1.3 The Contractor shall provide a Trip Report for each trip associated with a travel approval. The Contractor shall maintain a summary of all approved travel, to include at a minimum, the name of the traveler, location of travel, duration of trip, all expenses incurred, and the total cost of the trip.

5.2 Other ODCs.

5.2.1.1 The ODC line item of this contract allows for the purchase of consumable items/materials and venue rental costs. Fee or profit on any ODC expense is not an allowable cost eligible for reimbursement. All ODCs that the contractor intends to direct charge requires the prior written approval of the Contracting Officer or the Contracting Officer Representative.

5.2.1.2 Reimbursement for allowable, allocable, and reasonable other direct costs and applicable indirect rates shall be paid to the contractor to the extent that such costs are necessary and integral to the performance of this specific task order; ODCs for this order are intended to be for items such as:

- a) Shipping
- b) Printing
- c) Venue rental costs
- d) Event materials
- e) Event virtual hosting costs

- f) Program marketing and advertisement costs
- g) Other costs as determined necessary per the Program and Communication and Marketing Plans and approved in writing by the Contracting Officer.

6 GOVERNMENT FURNISHED RESOURCES

6.1 The Government will provide the following equipment for all Contractor personnel use in performing work under this contract:

- a) Government laptop
- b) Government Personal Identity Verification (PIV) Card

6.2 The Government will provide the workspace, equipment and supplies necessary to perform on-site contractor services as required in this task order, unless specifically stated otherwise in this work statement.

6.3 The contractor shall use Government furnished facilities, property, equipment and supplies only for the performance of work under this task order and shall be responsible for returning all Government furnished facilities, property, and equipment in good working condition, subject to normal wear and tear. The Government will provide all necessary information and data and documents to the contractor for work required under this task order.

6.4 The contractor shall use Government furnished information, data, and documents only for the performance of work under this task order. It is the contractor's responsibility to return all Government furnished information and data and documents to the Government at the end of the performance period. The contractor shall not release Government furnished information and data and documents to outside parties without the prior and explicit written consent of the Contracting Officer.

7 CONTRACTOR FURNISHED PROPERTY

7.1 The Contractor shall furnish all facilities, materials, equipment and services necessary to fulfill the requirements of this contract, except for the Government Furnished Resources specified in SOW section 6.

8 TASK ORDER PERSONNEL

8.1 Qualified Personnel

- 8.1.1 The Contractor shall be responsible for employing technically qualified personnel to perform the work specified in this SOW. The Contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets DHS specifications and requirements.

8.1.2 Table 2: Labor Categories

Labor Category (LCAT)	LCAT Level
Key Personnel: Project Management Specialist (13-1082)	Subject Matter Expert

Public Relations (11-2031)	Journeyman
Writers and Authors (27-3043)	Journeyman
Training and Development Managers (11-3131)	Journeyman
Public Relations Specialist (27-3031)	Junior
Operations Research Analysts (15-2031)	Journeyman
Education Professional "All Other" (11-9039)	Junior
Administrative Professional (43-6011)	Junior

8.2 Continuity of Support

- 8.2.1 The Contractor shall ensure that the contractually required level of support for this contract is consistently maintained. The Contractor shall ensure that all contract support personnel are present for all hours of the workday. If for any reason the Contractor staffing levels are not maintained due to vacation, leave, appointments, etc., and replacement personnel will not be provided, the Contractor shall provide e-mail notification to the COR prior to employee absence. Otherwise, the Contractor shall provide a fully qualified replacement.

8.3 Key Personnel

- 8.3.1 The Project Manager is further designated as Key Personnel by DHS. Before replacing the designated Key Personnel, the Contractor shall notify the Contracting Officer no less than 15 business days in advance, submit written justification for replacement, and provide the name and qualifications of the proposed substitute. The proposed substitute shall possess qualifications equal to or superior to the Project Manager being replaced, unless otherwise approved by the Contracting Officer. The Contractor shall not replace the Project Manager (Key Personnel) without written approval from the Contracting Officer.

8.3.2 Contractor Project Manager

- 8.3.2.1 The Contractor shall provide a dedicated Project Manager responsible for all Contractor work performed under this Task Order.

8.3.2.1.1 The Project Manager shall be a single point of contact for the CO and the COR. It is anticipated that the Project Manager shall be one of the senior level employees provided by the Contractor for this work effort. The Project Manager and all designated alternates shall be able to fluently read, write, speak, and understand English.

8.3.2.1.2 The Project Manager shall be available to the Federal Program Manager and COR via telephone or e-mail five days a week between the hours of 9:00 AM and 5:00 PM ET and shall respond to a request

for discussion or resolution of technical problems within one (1) hour of notification. If the Project Manager is scheduled to be out of the office, DHS requests at least three (3) days' notice and a designated point of contact during the PM's absence.

8.3.2.1.3 The Project Manager is responsible for developing and managing project plans and schedules based on assigned tasks as well as conducting weekly status update meetings with DHS CP3. The Contractor is responsible for capturing and reporting notes from all meetings. Meeting notes will be provided to the COR and Program Manager within forty-eight business hours (48) of the meeting.

8.3.2.1.4 The Project Manager shall possess the following qualifications.

- a) Required Minimum Experience: Unless approved by the contracting officer, the Contractor will ensure that the Project Manager has at least 10 years demonstrated experience in the following areas, which will be clearly reflected in resumes provided to DHS:
 - Program management, including data collection and metrics development
 - Coordination with public and private sector stakeholders, to include state and local government, academia, law enforcement, and/or nongovernmental organizations
 - Experience working with educational programming
- b) Desired Experience: In addition to the required minimum experience outlined above, additional experience for the Project Manager may be beneficial for task order work:
 - Community-based approaches to prevention (e.g., terrorism, public health, violence, etc.) Social work, threat assessment, public health, policy analysis, behavioral science, or counterterrorism

8.4 Employee Identification

8.4.1 Contractor employees visiting Government facilities shall wear an identification badge that, at a minimum, displays the Contractor name, the employee's photo, name, clearance-level, and badge expiration date. Visiting Contractor employees shall comply with all Government escort rules and requirements. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and always display proper identification and visitor badges in plain view above the waist. Contractor employees working on-site at Government facilities shall wear a Government issued identification badge. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent, for example in meetings, when answering Government telephones, in e-mail messages, etc.

8.5 Employee Conduct

8.5.1 Contractor's employees shall comply with all applicable Government regulations, policies, and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of DHS uniforms, and possession of weapons) when visiting or working at Government facilities. The Contractor shall ensure Contractor employees always present a professional appearance and their conduct shall not reflect discredit on the United States or the Department of Homeland Security. The Project Manager shall ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

8.6 Removing Employees for Misconduct or Security Reasons

8.6.1 DHS may, at its sole discretion (via the CO), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The CO will provide the Contractor with a written explanation to support any request to remove an employee.

8.7 Non-Disclosure Agreement

8.7.1 All contractor personnel will be required to sign the DHS Non-Disclosure Agreement before initiating any work on this task order. A copy of this agreement will be provided to the COR upon award. After award, any new contractor personnel will be required to sign the DHS Non-Disclosure Agreement before initiating any work on this task order. A copy of this agreement will be provided to the COR at the time of onboarding.

9 OTHER APPLICABLE CONDITIONS**9.1 SECURITY**

Contractor access to unclassified, but Security Sensitive Information may be required under this SOW. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination.

Disclosure of Information – Official Use only

Each officer or employee of the Contractor or Subcontractor at any tier to whom "Official Use Only" information may be made available or disclosed shall be notified in writing by the Contractor that "Official Use Only" information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such "Official Use Only" information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 United States Code (U.S.C.) Sections 641 and 3571. Section 641 of 18 U.S.C. provides, in pertinent part, that whoever knowingly converts to their use or the use of another, or without authority sells, conveys, or disposes of any record of the United States or whoever receives the same with the

intent to convert it to their use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine or imprisoned up to ten years or both.

9.2 POST-AWARD INSTRUCTIONS REGARDING SECURITY REQUIREMENTS FOR CONTRACTS/ORDERS

The procedures outlined below shall be followed for the DHS Security Office to process background investigations and suitability determinations, as required, in a timely and efficient manner.

- (1) Carefully read the security clauses in the Order. Compliance with the security clauses in the contract is not optional.
- (2) Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, requiring access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. All background investigations will be processed through the DHS Security Office. Prospective Contractor employees shall submit the following completed forms to the DHS Security Office. The Standard Form 85P will be completed electronically, through the Office of Personnel Management's e-QIP SYSTEM. The completed forms must be given to the DHS Security Office no less than thirty (30) days before the start date of the contract or thirty (30) days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or Contractor:
 - i. Standard Form 85P, "Questionnaire for Public Trust Positions"
 - ii. Standard Form 85P Certification
 - iii. Standard Form 85P Authorization for Release of Information
 - iv. FD Form 258, "Fingerprint Card" (2 copies)
 - v. DHS Form 11000-6 "Conditional Access To Sensitive But Unclassified Information Non-Disclosure Agreement"
 - vi. DHS Form 11000-9, "Disclosure and Authorization Pertaining to Consumer Report Pursuant to the Fair Credit Reporting Act"
- (1) Only complete packages will be accepted by the DHS Security Office. Specific instructions on submission of packages will be provided upon award of the contract.

- (2) DHS may, as it deems appropriate, authorize and grant a favorable entry on duty (EOD) decision based on preliminary suitability checks. The favorable EOD decision would allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment suitability authorization will follow. A favorable EOD decision or a full employment suitability determination shall in no way prevent, preclude, or bar DHS from withdrawing or terminating access to government facilities or information, at any time during the term of the contract. No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Security Office. No employee of the Contractor shall be allowed to access sensitive information or systems without a favorable EOD decision or suitability determination.
- (3) Limited access to Government buildings is allowable prior to the EOD decision if the Contractor is escorted by a Government employee. This limited access is to allow Contractors to attend briefings and non-recurring meetings in order to begin transition work.
- (4) The DHS Security Office shall be notified of all terminations /resignations within five (5) days of occurrence. The Contractor shall return to the Contracting Officer Technical Representative (COR) all DHS issued identification cards and building passes that have either expired or have been collected from terminated employees. If an identification card or building pass is not available to be returned, a report shall be submitted to the COR, referencing the pass or card number, name of individual to who it was issued and the last known location and disposition of the pass or card.
- (5) When sensitive Government information is processed on Department telecommunications and automated information systems, the Contractor shall provide for the administrative control of sensitive data being processed. Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level. Contractors who fail to comply with Department security policy are subject to having their access to Department IT systems and facilities terminated, whether or not the failure results in criminal prosecution. Any person who improperly discloses sensitive information is subject to criminal

and civil penalties and sanctions under a variety of laws (e.g., Privacy Act).

- (6) Failure to follow these instructions may delay the completion of suitability determinations and background checks. Note that any delays in this process that are not caused by the government do not relieve a Contractor from performing under the terms of the contract.

- (7) Your POC at the Security Office is:

DHS OCSO/PSD Security Customer Service Center Telephone: [REDACTED]

E-mailbox: [REDACTED]